



The City of  
Worcester

# Affordable Housing Trust Fund

Request for Proposal (RFP) Application  
Technical Assistance Workshop

W O R C E S T E R



# INTRODUCTION & WORKSHOP GOALS

1. Provide overview of AHTF funding opportunity
2. Walk through RFP requirements & priorities
3. Review application process & deadlines
4. Answer applicant questions

# FUNDING OVERVIEW

- Total of \$1,250,000 in Community Preservation Act (CPA) funds
- Award limits (whichever is less):
  - \$150,000 per affordable unit
  - 25% of total development cost
- Eligible Applicants
  - Community Development Corporations (CDCs)
  - Non-profit & for-profit housing developers
  - Public Housing Agency (Worcester Housing Authority)

# APPLICATION TIERS & DEADLINES

## Tier 1 (Shovel-Ready Projects)

Site control, approvals, clear path to closing in 6 months\*

Deadline: September 17, 2025

## Tier 2 (General Applications)

Predevelopment projects with feasible path to implementation

Deadline: October 15, 2025

*\*Projects that can demonstrate site control (e.g., deed or Purchase and Sale Agreement), land use approvals, and a clear path to financial closing within six (6) months of AHTF Board approval of the submitted application may apply under this accelerated timeline.*

# PROJECT ELIGIBILITY

Projects must:

- Create new affordable housing (construction, substantial rehab, conversion)
- Serve households earning  $\leq 80\%$  of area median income (AMI), with a priority for 30% & 60% AMI
- Have 30+ years affordability restriction
- Provide at least 10% accessible units (minimum of one) + 100% accessible common areas
- Provide evidence of site control
- Demonstrate financial feasibility
- Cannot be used to meet Inclusionary Zoning compliance requirements



# AFFORDABILITY REQUIREMENTS

## Rental Projects

Maximum rents must not exceed 30% of income & the Fair Market Rent (FMR) published annually by HUD

## Homeownership Projects

- First-time homebuyers only (HUD definition)
- HUD-approved homeownership course
- 10-year owner occupancy minimum
- Prices affordable at 70–80% AMI

# AFFORDABILITY REQUIREMENTS, CONT.

**All AHTF-funded units must be eligible for the MA Subsidized Housing Inventory (SHI)**  
The affordable housing units built must be recognized as Local Action Units (LAUs) by the Massachusetts Executive Office of Housing and Livable Communities (EOHLC).

## *General SHI Requirements:*

1. Required Documents: The developer/project owner (or a hired housing consultant) submits the following documents to the City of Worcester:
  1. Local Initiative Program (LIP) Application for Local Action Units (LAUs)
  2. Draft of the Regulatory Agreement (Long-term Use Restriction to be recorded at the Worcester Registry of Deeds)
  3. Affirmative Fair Housing Marketing and Lottery Plan (AFHMP)
2. Advertising and Lottery: The affordable units are advertised, and a lottery is conducted in accordance with the AFHMP
3. Final Approval: The final LAU application and Regulatory Agreement is submitted to the City for the City Manager's signature and sent to EOHLC for final signature.

# DEVELOPER REQUIREMENTS

Provide evidence of a qualified development team (developer/PM, architect, contractor, finance lead, compliance/property management)

- Resumes or short bios of key development team members
- Residential development portfolio or relevant project experience
- Financial capacity: audited statements, track record with public funding
- Letters of interest or commitments from funders (banks, investors, and/or public funding agencies)



# FUNDING PRIORITIES

Applications will be scored by the AHTF Board of Trustees using the scoring rubric (Attachment B).

The most competitive projects will:

- Be shovel-ready
- Provide units for households earning  $\leq 60\%$  &  $30\%$  AMI
- Ensure affordability in perpetuity
- Exceed accessibility requirements (minimum of 10% ADA units)
- Leverage other funding sources
- Promote efficient and sustainable land use

# ELIGIBLE USES OF FUNDS



Construction (hard costs)



Site work & infrastructure



Property acquisition



Soft costs  
(environmental testing, AFHMP)



**Not eligible:**  
expenses incurred  
before executed  
grant agreement

# EVALUATION CRITERIA

## Tier 1 & Tier 2 Scoring (100 points)

- Depth & duration of affordability (25 pts)
- Readiness to proceed (20 / 15 pts)
- Accessibility & universal design (15 pts)
- Financial feasibility (15 / 20 pts)
- Development team capacity (15 pts)
- Sustainability & resilience (10 pts)

# REQUIRED DOCUMENTS



Completed AHTF Application Form (Part Two)



Completed AHTF Underwriting Forms (Excel + PDF)



Evidence of site control



Developer capacity documentation (per Section XI)



Financial statements & funder letters



Preliminary site/design plans



Partnership/operating agreements (if applicable)

**Please refer to *Section XIII. Submission Requirements* in the RFP!**

# APPLICATION FORM (RFP PART TWO)



The City of Worcester

Executive Office of Economic Development  
Neighborhood & Housing Development

Request for Proposal (RFP)

Affordable Housing Trust Fund  
Affordable Housing Development

## Part Two Application

Application Tier ☐ Tier 1 – Shovel-Ready Projects

☐ Tier 2 – General Applications

Applicant Entity Legal Name: \_\_\_\_\_

Applicant Primary Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Primary Point of Contact Name: \_\_\_\_\_

Applicant Primary Point of Contact Email Address: \_\_\_\_\_

Applicant Primary Contact Phone Number: \_\_\_\_\_

Type of Entity:

☐ Non-Profit

☐ Faith-Based Organization

☐ Government / Public

☐ CHDO

☐ For Profit

Name of Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Type ☐ Rental Housing

☐ First Time Homeownership

Activity Type ☐ New Construction

☐ Substantial Rehabilitation

AHTF Funding Request: \$ \_\_\_\_\_



# UNDERWRITING FORMS

- The Excel document ([“Worcester Affordable Housing Trust Fund Underwriting Application Forms”](#)) contains the four following worksheets that constitute the Project Pro Forma:
  1. Sources and Uses
  2. Development Budget
  3. Operating Budget (rental projects only)
  4. Cash Flow Analysis (rental projects only)
- You must submit completed AHTF Underwriting as both Excel and PDF documents

## Helpful Tips:

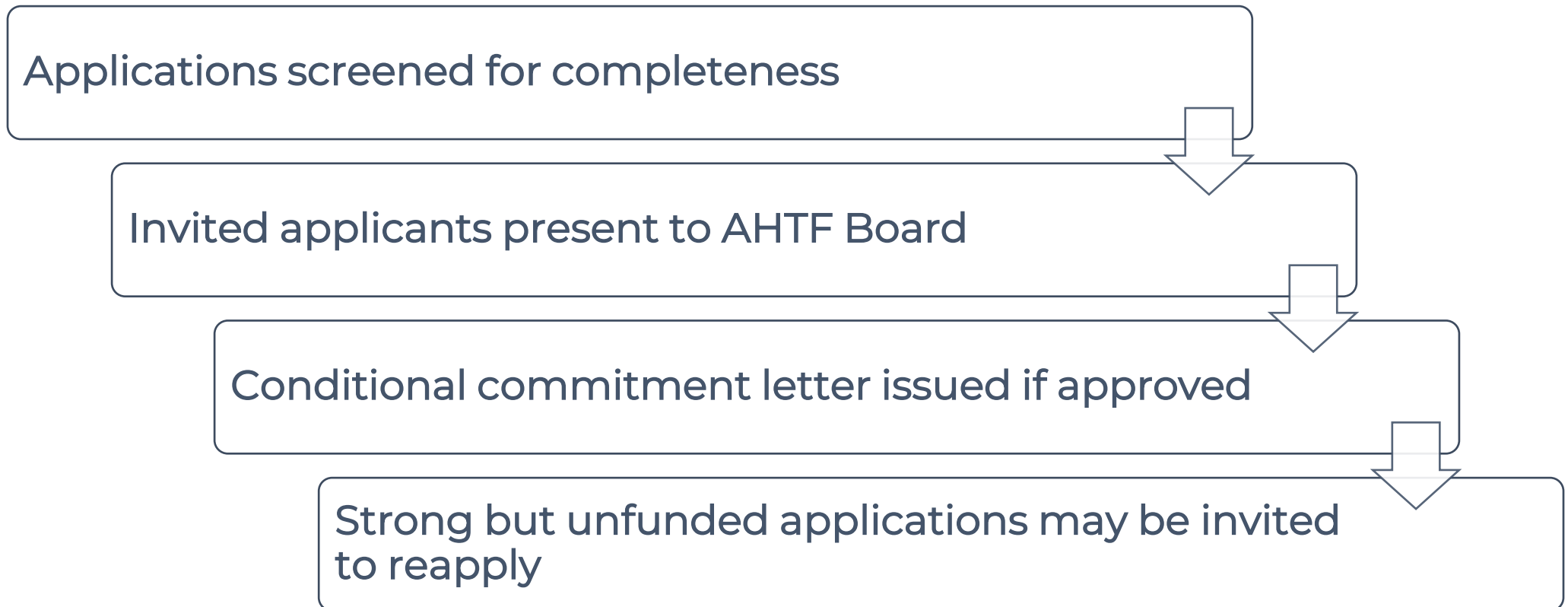
- Complete the Development Budget worksheet before the Sources and Uses worksheet – this will populate the "Total Budget" column in the Sources and Uses worksheet.
- The Cash Flow Analysis worksheet is automatically populated with inputs from the Operating Budget worksheet.
- The Total Development Cost must equal the total Sources listed in the Sources and Uses worksheet

# APPLICATION SUBMISSION

- Submit proposals via the online form:  
[forms.worcesterma.gov/ng/fa/AHTFApplication](https://forms.worcesterma.gov/ng/fa/AHTFApplication)
- Upload requirements:
  - Maximum of 10 PDFs + 1 Excel file.
  - Each file  $\leq$  10MB.
  - File names must include the project name (e.g., “ProjectNameAppForm”).
- **Optional** hard copy submission accepted

The screenshot shows a web browser displaying the 'Affordable Housing Trust Fund Application Submission' form. The form is titled 'Affordable Housing Trust Fund | Application Submission Form'. It includes a brief description of the AHTF and its purpose, followed by instructions to include the project name in the file name. The form contains four required text input fields: 'Applicant Entity Legal Name', 'Project Name', 'Project Contact First Name', and 'Project Contact Last Name'. Each field is marked with a red asterisk. To the right of the form, there is a sidebar with the City of Worcester logo, contact information (webmaster@worcestermma.gov, 455 Main Street, Worcester, MA, 01608), and a blue 'Submit' button.

# REVIEW & SELECTION



# KEY DATES



Sept 17, 2025 – Tier 1 Deadline

Submit written questions by Friday, September 12th



Tier 1: Tentative AHTF  
Board Meetings

September 25, 2025 – Applicant Presentations

October 8, 2025 – Application Scoring



Oct 15, 2025 – Tier 2 Deadline

# QUESTIONS

Email: [TozerJ@worcesterma.gov](mailto:TozerJ@worcesterma.gov) – Please submit at least 3 business days before deadline

Additional resources are on the Worcester Affordable Housing Trust Fund Website  
<https://www.worcesterma.gov/housing-neighborhood-development/affordable-housing-trust-fund>